



Silloth-on-Solway Town Council

APPLICATION FORM

All information supplied on this form will be treated as
STRICTLY CONFIDENTIAL

**POST APPLIED
FOR:**

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1. Personal Details

SURNAME		INITIALS	
Permanent Address and Postcode:			
Address for correspondence (if different):			
Telephone No(s)	Home:	Work:	
Email Address		Mobile:	
Are we able to contact you at work?	By Phone: Yes / No		By Email: Yes / No
Do you hold a current full car driving licence?			Yes / No

2. References

Please give two referees who can comment on your professionalism / work ability, one of whom should be your present / most recent employer

a) Present / Most Recent Employer		b) Second Referee	
Name Address		Name Address	
Tel		Tel	
Position		Position	

References will normally be taken up for shortlisted applicants. Please tick the appropriate box if this is not convenient

Reference a)

Reference b)

3. Absences

How many days sick leave have you taken in the last 2 years?

On how many occasions?

Please give more details if you wish

4. Details of Secondary / Further Education

Dates	School/College/University	Qualifications Gained

5. Professional Qualifications / Membership of Professional Bodies

Dates	Full Details of Professional Qualifications

6. Interests / Leisure Activities

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7. Rehabilitation of Offenders

Have you any convictions which are not regarded as “spent” Under the Rehabilitation of Offenders Act 1974? Yes / No

If “yes”, describe the offence and date of conviction

Are you currently the subject of any criminal proceedings or convictions? Yes / No

If yes, please state

Failure to disclose any convictions which are not “spent” may render you liable for dismissal.

8. Relationship

Are you related to any Councillor or Officer of this Council or the partner of such persons?
Yes / No

If yes please give details (e.g. Name, Position Held, Relationship)

Please note that Canvassing of Councillors or Senior Officers shall lead to disqualification.

9. Present / Most Recent Employment Details

Employers Name & Address		Job Title	
		Date Appointed	
		Date Terminated	
		Latest Salary / Scale	
		Length of Notice	

Summary of main duties / purpose of job

Please attach a copy of your current / most recent job description, if available

10. Previous Employment (starting with the most recent)

From	To	Employer & Position Held	Final Salary/Scale	Reason for Leaving

11. Reasons for Applying

12. Relevant Experience / Skills

Please give details of any achievements, career plans or particular areas of work experience (including voluntary work), which you feel are most relevant to this post.

Continue on a separate sheet if necessary

How did you become aware of this vacancy?

I declare that the facts given in this application are to the best of my knowledge correct. I understand that any false information may result in my dismissal, if appointed. **(Please see Note 2 on back page).**

Signed.....

Date.....

Application forms should be returned to the Town Clerk at
5 Burnwark Terrace, Solway Street, Silloth, Cumbria, CA7 4EF
Tel: 016973 31128 Email: townclerk@silloth-on-solway.co.uk

NOTE 1 : CRITERIA FOR CLASSIFICATION AS DISABLED UNDER THE DISABILITY DISCRIMINATION ACT

To classify as disabled, a person has a physical or mental impairment which has a substantial and long term adverse effect on his / her ability to carry out normal day to day activities.

Long term is usually defined as a year or longer.

Impairment may affect:-

- mobility;
- manual dexterity;
- continence;
- ability to lift, carry or otherwise move everyday objects;
- memory or ability to concentrate, learn or understand; or
- perception of the risk of physical danger.
- speech, hearing or eyesight (but see below)

(If a person's sight is corrected by wearing spectacles or contact lenses, this is **not** regarded as a disability.)

If you have a disability, which makes it difficult to complete our application form, please contact us for assistance.

These notes are for guidance only.

NOTE 2: DATA PROTECTION

The information you supply on the application form will be used to assess your suitability for the post applied for (or another relevant post). These details will only be disclosed to those persons involved in the selection process or Personnel administration.

Silloth Town Council will retain the forms of unsuccessful applicants for 6 months – in accordance with current guidance.

Should you be successful, certain details from this form may be checked, and data matched to help prevent fraud. Some of the information will be entered into the Personnel Computer System, which will allow Silloth Town Council to administer your employment. This form will then be placed into your Personnel file, and retained until after you complete your employment with Silloth Town Council – for as long as legislation dictates.

By signing this form you are agreeing to the Council using the information you provide as outlined above.

Please be assured that Silloth Town Council will protect your information, and treat as confidential at all times.

EQUAL OPPORTUNITIES MONITORING

Silloth Town Council is committed to equality of opportunity in its recruitment and selection process to help achieve and maintain a diverse workforce. The criteria used for selecting the right candidate are based solely on merit and ability to do the job.

The Equality & Human Rights Commission recommend that employers collect and monitor information to ensure that their recruitment practices are fair and open to all sections of the community. To help Silloth Town Council to monitor the effectiveness of its Diversity Policy in this area, please take a few moments to complete this section of the form.

We are aware that you may be hesitant in providing the personal details requested. Please be assured that this section of the form will be detached from the application form upon receipt and the information provided will not be used as part of the selection process in any way. The information will be treated in confidence and will only be used for monitoring purposes.

Job title applied for:

Date of birth:

Are you Male Female Transgender

What is your nationality?

How would you describe your ethnic origin?

- | | |
|---------------------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> White – British | <input type="checkbox"/> Mixed – White and Black Caribbean |
| <input type="checkbox"/> White - Irish | <input type="checkbox"/> Mixed – White and Black African |
| <input type="checkbox"/> Other White background | <input type="checkbox"/> Mixed – White and Asian |
| <input type="checkbox"/> Black or Black British - Caribbean | <input type="checkbox"/> Other Mixed background |
| <input type="checkbox"/> Black or Black British - African | <input type="checkbox"/> Other Ethnic background |
| <input type="checkbox"/> Other Black background | <input type="checkbox"/> Information refused |
| <input type="checkbox"/> Asian or Asian British - Indian | |
| <input type="checkbox"/> Asian or Asian British - Pakistani | |
| <input type="checkbox"/> Asian or Asian British – Bangladeshi | |
| <input type="checkbox"/> Chinese | |
| <input type="checkbox"/> Other Asian background | |

The descriptions listed above are those used in the 2001 Census of Population and allow comparison of statistics to be produced. This question is not concerned with your nationality, place of birth or citizenship but aims to establish the broad ethnic groups of people responding to our job advertisements.

Do you consider yourself to be a disabled person? Yes No

Thank you for assisting Silloth Town Council to monitor the effectiveness of its Diversity Policy.